LIBRARY POLICY

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PURPOSE

The primary purpose of this document is to describe the library management functions and Policies

OBJECTIVE

The objective of this document for the smooth and systematic functioning of Library

1. As per the LEAD strategic and operation plan, develop, procure, and maintain adequate library resources for smooth operation as per LEAD College of Management strategic plan.
2. To provide a learning environment conducive to academic needs along with regular updating of learning resources and materials.
3. To orient the graduate students, faculty, and staff about the usage of library resources, facilities, and technology in Library.

MISSION

LEAD College of Management library's mission is to support and enhance the educational mission of the College by:

- Providing essential educational support to the College community, through its collection of books, Journals, Magazines, e-resources, CDs/DVDs, databases, multimedia & Internet, and other resources.
- Updating the LRC collections with latest resources to enhance and support the curriculum and student's learning process.
- Incorporating new technologies in services to help students, Faculty, and staff to discover, create and disseminate knowledge.
- Supporting faculty research and development activities.
- To disseminate relevant, required offline and online and updated information to all users.

LIBRARY RESOURCES

Resource Type	Academic Year
Books	6968
Journals	24
Magazines	5
e-Databases	1
Association Memberships	16
CDs/DVDs	
Number of Computers	04
E consortium	01

PROCEDURE:

COLLECTION DEVELOPMENT POLICY

The Library Collection development and acquisition will be primarily based on the curriculum requirements of the offered Programs. The print collection will be substantially expanded and electronic resources will be added.

The Librarians will coordinate with the Dean and the Faculty under the visionary guidance of Director to develop an adequate library collection to support the instructional needs of the Programs.

ACQUISITION POLICY

The library acquires print materials (books, journals, Magazines, etc.), audio-visuals materials and other electronic resources. The library acknowledges the continuous change and evolving process of information technologies and is open to new formats that support the mission of the library / college.

REPLACEMENT OF LIBRARY MATERIALS

Library staff periodically reviews and identify the missing, lost, damaged or worn-out items for replacement and as per the suggestions from the Director.

Additional considerations include: Is there an ongoing demand for the item? What is the use? Is the item available for purchase? What is the cost?

DONATION\GIFT POLICY

LEAD library has its own donation and gift books policy. The Library welcomes gifts of books, journals, and items in other formats. Gifts are generally expected to supplement existing collections in support of the LEAD teaching and research programs, or to provide the Library with a core of material in which there is a scholarly interest. To be accepted, all gifts must fall within the guidelines of the Library's collection development policy.

CLASSIFICATION AND CATALOGUING

LEAD College of Management library follows the 22nd/23rd edition of Dewey decimal classification system. It follows AACR II cataloguing its collection and it uses library of congress subject headings for easy retrieval. All books and items are arranged on the Library Shelves according to the following codes:

- 000   Computer Science, Information& General Work

- 100   Philosophy & psychology
- 200   Religion
- 300   Social sciences
- 400   Language
- 500   Science
- 600   Technology
- 700   Arts & recreation
- 800   Literature
- 900   History

CIRCULATION POLICY

The LRC computerized library system with EMBASE Automation Software, allows student, staff and faculty members to reserve and to borrow learning resources.

Each staff/student member must present his/her valid staff/student card when borrowing or returning items.

Category	Books	Journals and Magazines	CDs/DVDs	Loan Duration	Remarks
Faculty	20	05	05	180 Days	
Staff	03	0	0	20 Days	
Students	05	0	0	20 Days	

RESEARCH REPORTS AND REFERENCE BOOKS

The research reports and reference books are meant for reference alone. The members can read and refer the materials inside the premises of Library alone.

Each staff/student member must present his/her valid staff/student card when using the research/digital area.

PROJECT REPORTS AND QUESTION PAPERS

The project reports and question papers were kept as hard copy as well as soft copy. It is available in Research /Digital Section as reference alone. The members can read and refer the materials inside the premises of Library alone.

Each staff/student member must present his/her valid staff/student card when using the research/digital area.

WEEDING OUT POLICY

Library staff periodically review missing, lost, damaged or worn out items to seek the suggestion from Library Committee members and with the approval from President and Vice President for the replacement or weeding out materials from the library collection. To weed out there may be some more considerations including:

- Ages of titles in relation to subject matter

- Duplication (multiple copies that are no longer needed)
- Materials containing outdated or inaccurate information
- Materials of peripheral interest to the core mission
- Physical condition (worn or damaged materials beyond repair)
- Material that has not been used and has no long-term value
- Ongoing demand for the item and its usage

LIBRARY FACILITIES AND SERVICES

LIBRARY SERVICES

The library provides the following services to its users:

- Online Public Access Catalogue (OPAC)
- Online Resources Services (J Gate and DELNET.,)
- Digital Room Facility
- News clipping Service
- Reference/Referral Service
- Current Awareness Service (CAS)
- Selective Dissemination of Information (SDI)
- Query Based Service (QBS)
- Table of Contents Service (TOC)

Library Timings

The Library will be functioning from 9.00 A.M to 11.59 P.M for all days.

SDI/CAS Services

The Library offers Selective Dissemination of Information (SDI) and Current Awareness Service (CAS) through news update, library information service, mails, seminars, orientation and through reference desk.

Support to Research Activity

- Scholarly environment to perform their research

- Scholarly resources of more than 6000 books, 24 periodicals, and the electronic databases like j Gate , and DELNET Digital Library

- Provision of online information services such as Current Awareness Service, Query Based Service and Selective Dissemination of Information

- Interlibrary Cooperation among the peers or through proper referral

- Regular orientation for the needy to retrieve the information from various sources.

Research Area and Online Resource Service

Students' research reference purpose we have Digital Section. The Research scholars and faculty members can use this section at their leisure. The Library is equipped with 1 computer terminals with internet access. Students can access online databases (like j gate, DELNET Digital Library and other MHRD's initiated programmes like SWAYAM , MOOC.. etc.,) subscribed by the library here. This database gives access to more than 5000 e-journals.

GENERAL RULES OF THE LIBRARY

- Be courteous to others by maintaining low voices.

- Please take care of the materials borrowed.

- Mobile Phone, Eatables, and Food Drinks are strictly not allowed inside the library premises.

LIBRARY INFORMATION LITERACY PROGRAM

Goal

- The goal of LEAD College of Management information literacy program is to achieve each individual's academic success and to cultivate initiative and integrity in information seeking behavior to support lifelong learning, research and scholarly activity.

- LEAD College of Management Information Literacy Program is based on the Association of College and Research Libraries (ACRL) Standards for Information Literacy Competency for Higher Education and Characteristics of Best Practices in Information Literacy.

- **Information Literacy Policy**

  The library extends information literacy to all stakeholders of the College through various methods:

- **Personal Assistance:** Helping the students in using the library for information retrieval, reference resources and services, the online catalogue and the Dewey decimal classification system which is commonly used in many of the libraries as well in LEAD College of Management library.

- **Locating the Resources:** Helping students to develop a search strategy, how to search and access books through different types of searches in the online public access catalogue and how to read and understand the call numbers of the books and how to retrieve them from their location in the shelves.

- **Teaching the types of Resources:** Introducing the freshman students about the general arrangement of the type of books like Encyclopedias, Maps, and Dictionaries etc., etc.

- **One on One Induction:** The needy library users are encouraged to have one-on-one inductions to get familiarized by the library systems, resources and services etc., etc.

- **News Service:** Readers of LEAD College of Management library is updated with latest news and information through various notice boards

- **Information Services:** Library staff disseminates the various types of information to all stakeholders through current awareness service, selective dissemination of information for the purpose of making them aware the latest developments in their respective areas of interest.

- **Query Based Service:** Librarian will find the relevant information requested through a query by the concern user and disseminate the same to perform their research and studies.

- **Table of contents:** In this way the library staff will do the marketing of latest information available in the form of journals and magazines to perform the user's research activities to accomplish their studies.

- **E-Resources:** With the help of online resources-library databases, freely available websites, and open access journals which are more important than ever before.

- **Association Memberships:** LEAD College of Management library associated with some international organizations and associations for the benefit of its readers and teaching community.

- **Signs and Pictures:** Library resources and it locations are indicated through sign boards, pictures, directions etc. etc

- **Library Sessions:** Faculty and teaching staff organize the group discussions, assignment classes, and quiz programs in the library premises to make them aware of the facilities available to enhance their studies.
- **Book Talk:** Occasionally the library staff organizes the "Book Talk" by the in-house faculty or an outside expert for increasing the awareness of reading habit.

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